



ePortal

Manual

Introduction

Welcome to PSA ePortal.

Your interactive gateway to container transport at PSA terminals in Antwerp.

This website will allow you to look up containers and orders within our terminals.

- *K869*: Europe Terminal
- *K913*: Northsea Terminal
- *K1742*: MPET

The following manual will explain what you can find and where and what the data signifies.

You will gain a general idea of how to consult the ePortal.

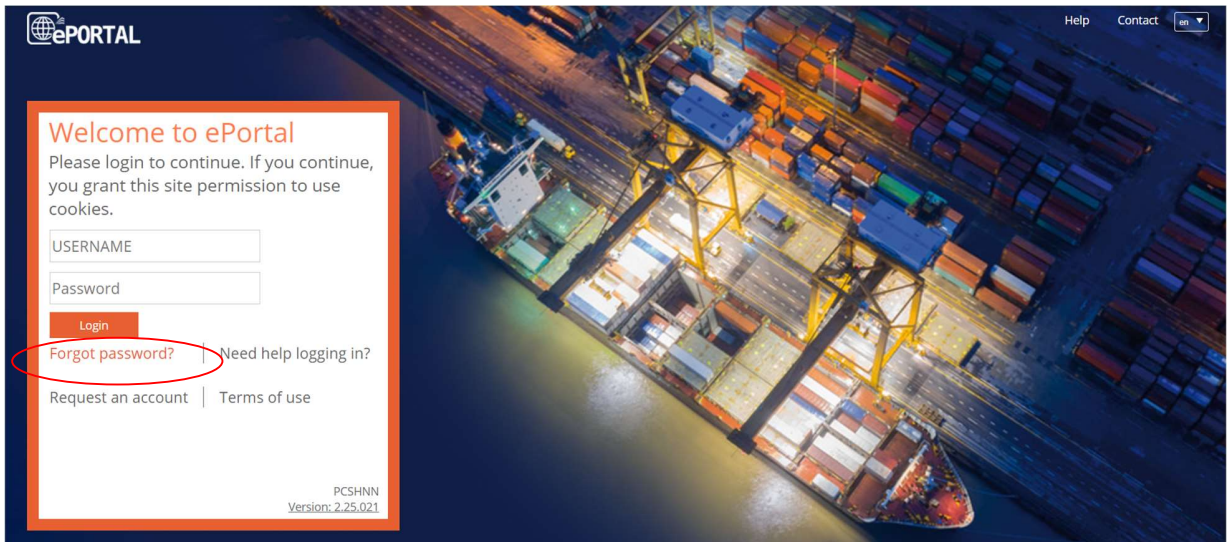


1. Login

1.1. *Request your New Account*

If your firm is not known yet to ePortal, you can apply for an account via <https://eportal.psa-antwerp.be>.

You can fill in all the data by clicking on the 'Request an Account' button.

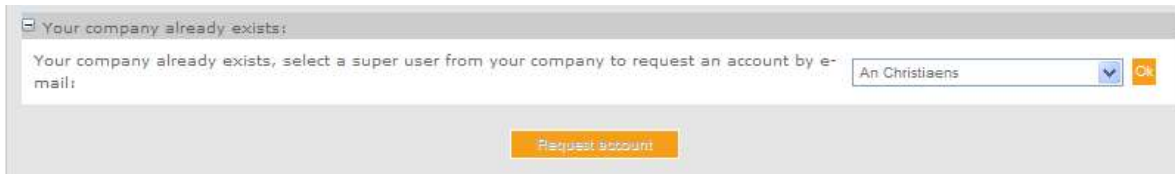


Click on 'Request your new account'.

Complete the form and click on 'request account'. Your request will be sent to us and we will take the necessary steps.



! If you request an account and your company already exists with 1 or several super users, you will need to select a super user (see example below).



This super user will receive your application and we will add you as a new user.



Once your request has been processed, you will receive an email with link to enter a password.

Click on the link in this email to enter a password. This password must be 8 characters long and must contain a non-alphanumeric character.

For security reasons, a new password will need to be entered regularly. For optimal operation of Portal: Please do NOT succeed your password.

1.2. *Forgot password*

Login

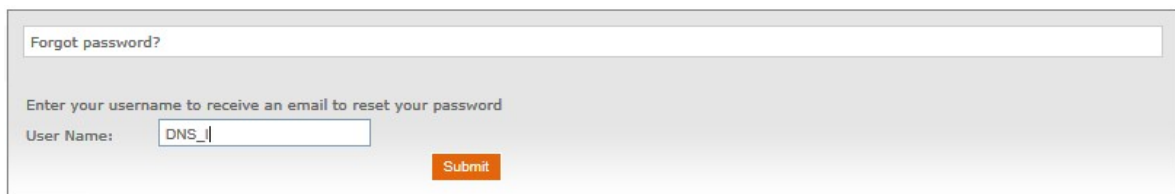
Forgot password?

Need help logging in?

Request an account

Terms of use

Click on 'forgot password' and fill in your user name



You will receive an email with a link to insert a new password

1.3. *Login*



→ Enter your user name(login) and password correctly, and click on 'Login'

Welcome to ePortal

Please login to continue. If you continue, you grant this site permission to use cookies.



2. Buttons



2.1. *Homepage*

This will take you to the home page of our website.

2.2. *Help*

Here you will find the minimum requirements for optimally consulting the ePortal and this manual.

Help

Minimum requirements

Screen resolution: 1024 x 768
 Recommended Browser: Internet Explorer 7, 8 or 9 or Mozilla Firefox
 Cookies: Enabled to enhance your browsing experience

2.3. *Contact*

You can send PSA an e-mail with a question or a problem via 'contact us'.

If you are logged in your details will be entered automatically.

You select a type request:

- **Feature request:** You would like a new feature on ePortal
- **Bug report:** You have found a fault.
- **Other**

Contact us

Type of contact:

This is a: Select a type of request
 Select a type of request
Account request
 Bug report
 Feature request
 Other

You can give a summary of the problem below.

Contact us

Type of contact:

This is a: Feature request

User details:

Name: X VROEM	Email: ILSE.DONS@PSA-ANTWERP.BE
Login: DIESEL	Company: ILSE VROEM

Remarks:

Browser: IE 9.0

Operating system: WINNT

Please enter your feature request or bug report here. If you are reporting a bug, please include steps to reproduce the issue.



2.4. *Print*

Here you can print the details on the ePortal.

We advise you to use landscape for optimal results.

[Print page](#)

2.5. *Add to favorites*

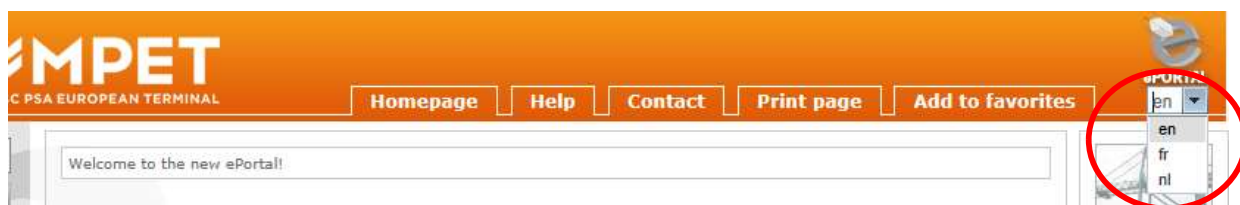
To save the site under your favorites.

[Add to favorites](#)

2.6. *Change language*

You can easily switch between Dutch, English and French.

The selected language will be displayed.



3. Symbols

3.1. **Error messages**



Warning: If you place the cursor over this icon you will see more information about what is wrong.



Error: this means that there is something wrong with the information you have typed. Move the cursor over this symbol to see an explanation of the error.

3.2. **Tables**

You can sort the various columns that you see with the headings underlined by clicking on the heading of the column.

A green arrow indicates which column is being sorted and in which direction.

ePortal : Vessel : **Vessel Overview**

Select a terminal:

Select status:



<u>Terminal</u>	<u>Vessel</u>	<u>Call Sign</u>	<u>IN</u>	<u>OUT</u>	<u>Status</u>	<u>Arrival Time</u> ↑	<u>Sailing Time</u>
K913	BREMEN EXPRESS	DGZL	056W	056E	ACTIVE	8/3/2017 2:00:00 PM	8/4/2017 10:00:00 AM
K869	YM EXPRESS	D5HJ4	017E	018W	ACTIVE	8/3/2017 12:00:00 PM	8/4/2017 10:00:00 AM
K1742	WEC MONDRIAAN	CQCY	EH727R	EH730A	ACTIVE	8/2/2017 7:00:00 AM	8/2/2017 4:00:00 PM
K1742	MSC FLORIDA	A8GJ5	RB729R	RB731A	ACTIVE	8/2/2017 6:00:00 AM	8/2/2017 9:30:00 PM
K869	ELBFEEDER	5BKK4	-----	2173103	ACTIVE	8/2/2017 10:00:00 PM	8/3/2017 6:00:00 AM

3.3. **Filter**

Certain criteria can be filtered under some menu items

ePortal : Codes : **Location Codes**

Filter on placecode: Filter on countrycode:

Filter on place: Filter on country:  



Enter the criteria in the correct field and click on the **filter icon**
An asterisk (*) can be used as a wildcard in the field.

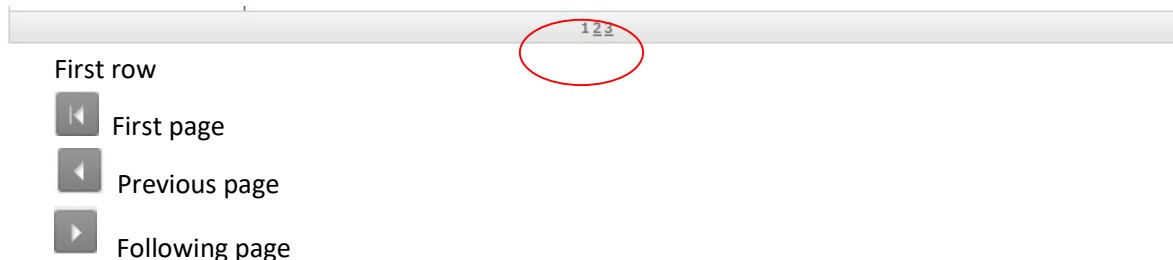


This icon is for **removing the filter**.










3.4. *Navigation*

Sometimes more details are available than are displayed on the page. In that case you can go to the various pages by clicking on the number.



3.5. *Icons*

-  batch upload
-  Refresh
-  Add new order line
-  Work on this line
-  View order: You can call up the order lines by clicking on the icon.
-  Remove this order line
-  Order logbook: You can call up the logging details of the order by clicking on the icon. You can see who/what created/modified the order and when.



4. Menu items

Depending on the function of each user, different menu items will be assigned. These are described below.

4.1. *Container*



4.1.1. *Search Container*

Part of the options on the e-portal are accessible to everybody. Search Container is one of these.



Under 'Search Container' you will find a maximum of the last two movements of a container, including the registered movements.

Click on Search Container → Type in the container number you wish to search for → Click 'Search'

ePortal > Container > Search Container

Enter container id:

Container CCLU2155580 has arrived at the terminal Z206 by vessel at 6/10/2008 3:36 and currently left the terminal Z206 by rail at 8/10/2008 7:00

In	Out
	
Vessel Name: <input type="text" value="CMMED"/>	Train Reference: <input type="text" value="BAR12"/>
Voyage In: <input type="text" value="FA214E"/>	Voyage Out: <input type="text" value="10590657"/>
Carrier Operator: <input type="text" value="CMA-CGM"/>	Carrier Operator: <input type="text" value="NMBS"/>
Arrival Date: <input type="text" value="10/5/2008"/>	Arrival Date: <input type="text" value="10/8/2008"/>
Arrival Time: <input type="text" value="1:30 PM"/>	Arrival Time: <input type="text" value="2:45 AM"/>
Departure Date: <input type="text" value="10/6/2008"/>	Departure Date: <input type="text" value="10/8/2008"/>
Departure Time: <input type="text" value="9:40 AM"/>	Departure Time: <input type="text" value="7:55 AM"/>

There is a summary at the top of how and when the container was shipped and/or delivered.

Below you will find specific information regarding the transport such as the call sign, the operator/carrier, the name of the ship, journey number, date and time of arrival/departure, etc.



4.1.2. Trace container

You can search the detailed history of a container using 'Trace Container'.

This menu item is only accessible for shipping lines/shipping companies and PSA personnel.

→ see addition: Trace container

4.2. Vessel



4.2.1. Vessel Overview

This is an overview of all ships that visit one of the PSA terminal.

Here you can find the visits and also the call sign.

Click on 'Vessel Overview' → Select, if required, a berth → Select, if required, the status of the visit → Click on 'Search'.

ePortal : Vessel : **Vessel Overview**

Select a terminal: All Terminals

Select status: Active

Terminal	Vessel	Call Sign	IN	OUT	Status	Arrival Time ↑	Sailing Time
K913	BREMEN EXPRESS	DGZL	056W	056E	ACTIVE	8/3/2017 2:00:00 PM	8/4/2017 10:00:00 AM
K869	YM EXPRESS	D5H34	017E	018W	ACTIVE	8/3/2017 12:00:00 PM	8/4/2017 10:00:00 AM
K1742	WEC MONDRIAAN	CQCY	EH727R	EH730A	ACTIVE	8/2/2017 7:00:00 AM	8/2/2017 4:00:00 PM
K1742	MSC FLORIDA	A8GJ5	RB729R	RB731A	ACTIVE	8/2/2017 6:00:00 AM	8/2/2017 9:30:00 PM
K869	ELBFEEDER	5BKK4	-----	2173103	ACTIVE	8/2/2017 10:00:00 PM	8/3/2017 6:00:00 AM

You will see the following details:

- **Terminal:** The PSA berth where the visit is known.
 - o K869: Europe Terminal
 - o K913: Northsea Terminal
 - o K1742: MPET

- **Vessel:** The full name of the seagoing ship.

You can see the PSA abbreviation for the vessel by moving the cursor over the name of the ship.

- **Call sign:** A unique number issued by the Lloyds register.



- **IN:** The inbound voyage number (discharge) of the carrier.
- **OUT:** The outbound voyage number (loading) of the carrier.
- **Status:** The current phase of the visit.
- **Arrival time:** Date and time of expected arrival (expected) or date and time of activation (active/sailed).
(! If the status is active, this does not mean that the ship is already actually in berth, but that the details for this visit are being processed)
- **Sailing time:** Date and time of expected departure (expected/active) or date and time of closure (sailed).

4.3. Orders



It is possible to consult orders via 'Orders'.

This menu item is only accessible for shipping lines/shipping companies.

→ see addition: guideline ORDERS

4.4. TAMS



It is possible to create a prenotification and truck call (TAR code) through the ePortal via 'Truck'.

This menu item is only accessible for 'trucking operators'.

→ see addition: *GuidelineTAMS*



4.5. Barge



This role is for barging companies, to check load and discharge lists, and even to create.

→ see guideline *Barges*

4.6. Rail



This role is for rail operators, to check load and discharge lists, and even to create.

→ see guideline: *Rail*

4.7. Customs



4.7.1 Manage documents

Gives an overview of the export documents

4.7.2 Document redirection

To create documents, you can select this link: [Port of Antwerp \(c-point.be\)](http://Port of Antwerp (c-point.be))

To register document you need to request an account at CPoint.



4.8. Reporting



Shipping line agencies can request some reports via this tool


→ see addition: *Reporting*


4.9. Codes




4.9.1. Location Codes

All the Locodes of unloading ports of ships which visit one of the PSA and MPET terminals can be found under 'Location Codes'.

Click on 'Location Codes' → Enter the location code, country code, place and/or country → Click on the filter 

If you wish to remove the filter, click on 

If you see the following symbol: , it means that there is something wrong with the information you have typed.

Move the cursor over this symbol to see an explanation of the error.

You can sort the various tables that you see.

A green arrow indicates which table is being sorted and in which direction.



ePortal 1. Codes : **Location Codes**


Filter on placecode: Filter on countrycode:
 Filter on place: Filter on country: 


Placecode	Place	Countrycode ↓	Country
ALV	ANDORRA LA VELLA	AD	ANDORRA
BEL	BELGRANO II	AD	ANDORRA
CAN	CANILLO	AD	ANDORRA
ENC	ENCAMP	AD	ANDORRA
ESC	ESCALDES ENGORDANY	AD	ANDORRA
FMO	LA FARGA DE MOLES	AD	ANDORRA


- **Place Code:** The code for a certain place based on the UN locodes.
- **Place:** The full name of the place.
- **Country Code:** The code for a certain country based on the UN locodes.
- **Country:** The full name of the country.

4.9.2. Damage Codes

Here you will find a list of the various damage codes and their descriptions which are used in the Port of Antwerp.

Click on 'Damage Codes → Type in the damage code you wish to search for in → Click on the filter 

If you want to remove the filter, click on 


If you see the following symbol: , it means that there is something wrong with the information you have typed.

Move the cursor over this symbol to see an explanation of the error.

You can sort the various tables that you see.

A green arrow indicates which table is being sorted and in which direction.

ePortal 1. Codes : **Damage Codes**

Filter on damagecode: 


DamageCode ↓	Description
00	Toprail damaged front
01	Bottomrail damaged front
02	Hole/Tear front
03	Volume variation front
10	Toprail damaged left
11	Bottomrail damaged left


- **Damage Code:** The code used in Antwerp for the detected damage.
- **Description:** The description of the damage code.




4.9.3. ISO Codes

Here you will find a list of the ISO codes and the length/type/height.

Click on 'ISO Size type Codes' → Type in the ISO - code or Length, Height and/or Type → Click on the filter. 

If you want to remove the filter, click on 



If you see the following symbol: , it means that there is something wrong with the information you have typed.


Move the cursor over this symbol to see an explanation of the error.

You can sort the various tables that you see.

A green arrow indicates which table is being sorted and in which direction.

ePortal . Codes . ISO Size Type Codes

Filter on ISOcode: Length: Height: Type:  

ISO Code 	Length	Height	Type	Description
1000	10	8	DV	Dry van
1001	10	8	DV	Dry van/side doors
1002	10	8	DV	Dry van/side doors
1003	10	8	DV	Dry van/opening roof
1004	10	8	DV	Dry van/side doors-opening roof

- **ISO Code:** This gives the various codes.
- **Length:** This is the length of the container type expressed in 'feet'.
- **Height:** This is the height of the container type expressed in 'feet'.
- **Type:** This is the container type.
 - AC: Autocarrier
 - BO: Bolster
 - BU: Bulk
 - CC: Car Carrier
 - CF: Collapsible Flat
 - CR: Conair
 - ...



4.9.4. IMDG Labels

Here you will find a list of the various IMO stickers.

ePortal > Codes > IMDG Labels



1. Explosive



1.4 Explosive



1.5 Explosive



1.6 Explosive



2.1 Flammable Gas



2.2 Non-Flammable Gas and non-Toxic Gas



2.3 Toxic Gas



3. Flammable Liquid



4.1 Flammable Solid Class



4.2 Spontaneously Combustible



4.3 Dangerous When Wet



5.1 Oxidizer



5.2 Organic Peroxide



6.1 Toxic



6.2 Infectious Substance



7. Radioactive



7. Radioactive I



7. Radioactive II



7. Radioactive III



8. Corrosive



9. Miscellaneous



Marine Pollutant



4.10. Security



4.10.1. Manage My Profile

You can manage your profile here as a user.

Click on 'Manage My Profile' → Make the changes you require.

Compulsory fields are indicated with a *

- **login:** This is the user name selected by PSA or your super user. You cannot change this.

EXTRA!

If you leave the company → remove account + if needed, request new account with your new company.

4.10.2. Change Password

You can change your password here.

Click on 'Change Password' → Complete the following fields correctly → Save.



ePortal » Security » **Change password**

Change Password

Minimum 8 characters
Minimum 1 non-alphanumeric character (ex.: ~!@#\$%^&()_+={}|[]\:'<>?,./)*

Password:

New Password:

Confirm New Password:

Change Password

- **Password:** Type your current password
- **New password:** Enter your new password. Please note that this must consist of a minimum 8 characters, of which at least one is a symbol or punctuation mark (no numbers).
- **Confirm new password:** You can type in your new password here again. (Do not copy it)

